# Cyclical Academic Program Review Planning Calendar

| | Annual Program Review Reporting | Quadrennial Reporting Capacity |
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| **August** | PHASE II OF PLANNING CYCLE FROM PRECEDING<br><br>ACADEMIC YEAR CONTINUES<br>Dean apprises faculty of management review of planning work and budget adjustments conducted in July-August.<br>Faculty analyze data for Section I, Section II and Section VI of the 19QT from preceding spring (e.g., S13 for the F13/S14 academic year)<br>Analyze goals and objectives from preceding year (e.g., F12/S13)<br>Analyze SLO assessments from previous spring (e.g., S13)<br>III. Chair of TLC sends reminder to departments scheduled for capstone PA/PR cycle for October 30th of upcoming academic year (e.g., 10-30-13) | PHASE II OF PLANNING CYCLE FROM PRECEDING<br><br>ACADEMIC YEAR CONTINUES<br>Dean apprises faculty of management review of planning work and budget adjustments conducted in July-August.<br>Faculty analyze data for Section I, Section II and Section VI of the 19QT from preceding three years in preparation for full 19QT analysis.<br>Analyze SLO assessments from previous spring (e.g., S12)<br>III. Chair of TLC sends reminder to departments scheduled for capstone PA/PR cycle due October 30th of upcoming academic year (e.g., 10-30-12) |
| **September to end October** | I. Analyze and update Goals and Objectives (Section I, Section II and Section VI of 19QT)<br>II. Departments discuss outcomes of SLO assessments and need for curriculum revision/interventions or other goals to be placed on the department's program review page (teams.rsccd.edu to SAC to program review to department) based on student success and achievement data. All program review documents due to dean 10/30; capstone review due to Division Curriculum Committee. | I. Analyze and update Goals and Objectives (Section I, Section II and Section VI of 19QT)<br>II. Departments discuss outcomes of SLO assessments and need for curriculum revision or other goals to be placed on the department's program review page based on student success data. All program review documents due to dean 10/30; capstone review due to Division Curriculum Committee.<br>III. Replacement and new faculty requests (September) Faculty Priorities Committee meets (October) |

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| | III. Replacement and new faculty requests (September)<br>Faculty Priorities Committee meets (October) | |
| **November** | I. Determine SLO assessments for upcoming spring (e.g., S14).<br>II. Determine data elements for analysis of student success for Section II of 19QT.<br>III. Division Curriculum Committees complete review PA/PR reports of division departments due for capstone review; Division Curriculum Committees discuss results of direct-SLO assessments (documented in minutes)<br>IV. Department chairs of departments on the quadrennial capstone PA/PR review list submit complete 19QT and Appendix Cs/SLO Assessment Charts (commencing S13) from previous academic year to chair of TLC by November 15th. | I. Determine SLO assessments for upcoming spring (e.g., S14).<br>II. Determine data elements for analysis of student success for Sections II, II, IV, V of 19QT.<br>III. Division Curriculum Committees complete review PA/PR reports of division departments due for capstone review; Division Curriculum Committees discuss results of direct-SLO assessments (documented in minutes)<br>IV. Department chairs of departments on the quadrennial capstone PA/PR review list submit complete 19QT and Form Cs from previous academic year to chair of TLC by November 15th. Chairs place documents on department page of SharePoint. |
| **December** | I. Deans prepare draft of Division Planning Portfolio, due to Vice President Academic Affairs 12/15. | I. Deans prepare draft of Division Planning Portfolio, due to Vice President Academic Affairs 12/15. |

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| **Mid-January to Mid-February** | PHASE I OF PLANNING CYCLE FOR NEXT ACADEMIC YEAR<br><br>COMMENCES<br>I. Cycle continues: Department meeting—Continue SLO review process from prior fall semester (F13) as detailed in August (Use Section II 19QT). Departments discuss outcomes of SLO assessments and need for curriculum revision/interventions or other goals to be placed in the annual PA/PR report placed on department's program review page based on student success and achievement data.<br>II. Faculty and deans continue discussion on budget implications resulting from Phase II of planning cycle.<br>III. TLC reviews19QT capstone reports; chair TLC sends summary report to IE&A Committee. | PHASE I OF PLANNING CYCLE FOR NEXT ACADEMIC YEAR<br><br>COMMENCES<br>I. Cycle continues: Department meeting—Continue SLO review process from prior fall semester (F13) as detailed in August (Use Section II 19QT). Departments discuss outcomes of SLO assessments and need for curriculum revision/interventions or other goals to be placed in the quadrennial PA/PR report based on student success and achievement data. Chairs place documents on SharePoint.<br>II. Faculty and deans continue discussion on budget implications resulting from Phase II of planning cycle.<br>III. TLC reviews19QTcapstonereports; chair TLC sends summary report to IE&A Committee. |
| **March** | I. Conduct SLO assessment—Individual faculty gather data for Phase II of planning cycle.<br>II. Chair of TLC sends announcement to departments scheduled for capstone PA/PR for the following October 30th deadline of the next academic year. | I. Conduct course-level and program-level SLO assessment—Individual faculty gather data for Phase II of planning cycle.<br>II. Chair of TLC sends announcement to departments scheduled for capstone PA/PR for the following October 30th deadline of the next academic year. |
| **April** | I. Departments conduct dialogue regarding Direct-SLO Assessment; department chair completes Appendix C/Course-level and program-level SLO Assessment Charts (commencing S13).<br>II. SLO assessments discussed at Division Curriculum Committee (documented in minutes).<br>III. Department chair puts documents on SharePoint and sends notice to the dean and chair of the TLC by 4/15 (This SLO assessment will be analyzed for the fall semester submission). | I. Departments conduct dialogue regarding Direct-SLO Assessment; department chair completes Appendix C/Course-level and Program-level SLO Assessment Charts.<br>II. SLO assessments discussed at Division Curriculum Committee (documented in minutes).<br>III. Department chair sends notice to the dean and chair of the TLC by 4/15 (This SLO assessment will be analyzed for the fall semester submission). Chairs place documents on department page on SharePoint. |

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| **May** | I. TLC reviews SLO reports.<br>II. Chair TLC forwards End-of-Year Report to IE&A Committee, IE&A Committee sends End-of-Year Report to participatory governance committees and Academic Senate. | I. TLC reviews SLO reports and capstone PA/PR reports.<br>II. Chair TLC forwards End-of-Year Report to IE&A Committee. IE&A Committee sends End-of-Year Report to participatory governance committees and Academic Senate. |
| **June to Mid-August** | I. Management review of planning work; budget adjustments conducted. | I. Management review of planning work; budget adjustments conducted. |

| | Relevant Forms and Form Sections | Important Months & Milestones | Relevant Data Type | File Naming Convention |
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| **Annual Reporting Capacity** | **19QT**<br>I. Goals<br>II. SLO (for Spring & Fall)<br>VI. Conclusions<br><br>**RAR** (Resource Allocation Request) | End of October, deliver 19QT to department chair.<br><br><br>End of May, deliver RAR to Academic Affairs. | Useful documents for **Section I**: SAC Mission Statement, Vision Themes and Strategic Plan; RSCCD Mission and Goals; surveys or specialized research conducted by the department; department meeting minutes; BSI projects.<br><br>Useful documents for **Section II**: Appendices B and C / Course level assessment chart; sample assignments; department meeting minutes; BSI projects; course overviews. | DeptName-PAPR-S13.doc<br>DeptName-PAPR-S13.pdf<br><br>DeptName-RAR-S13.doc<br>DeptName-RAR-S13.pdf |

| Quadrennial Reporting Capacity | **19QT**<br>I. Goals<br>II. SLO (for Spring & Fall)<br>III. Success<br>IV. Curriculum<br>V. Resource Development<br>VI. Conclusions | End of October only on designated years. | Useful documents for **Section III**: Student/alumni and faculty surveys; job placement data for CTE; specialized research projects (please list); curriculum summary; demographic data; student achievement data; minutes from department meetings or regional CTE meetings.<br><br>Useful documents for **Section IV**: sample course outlines; summary of strands of the program if there is more than one/ summary of course offerings; course syllabi with SLOs indicated; description of pedagogical interventions; student achievement data; demographic data; SLO Form Cs; faculty development attendance/presentations; BSI involvement in Strands or special projects; conferences; department website or technological documents; department and/or CTE regional meeting minutes.<br><br>Useful documents for | DeptName-19QT-S13.doc<br>DeptName-19QT-S13.pdf |

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| | | | **Section V**: explanation of grants; donations received; student achievement data (If the department has a grant, demonstrate how the goals of the grant have contributed); committee membership (e.g., C&I, TLC, BSI); discuss resources other than grants and outside funds, e.g., interdisciplinary collaboration, facilities, intersegmental collaboration; results of professional memberships, community involvement. | |

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| **SLO Assessment Capacity** | **Appendix C** | December 15 and May 15, deliver to department chair. | | DeptName-AppC-S13.doc DeptName- AppC-S13.pdf<br><br>*Note supplements may be combined within App C or provided separately:*<br><br>*DeptName-AppC-Supplement-S13.doc DeptName-AppC-Supplement-S13.pdf* |